
Health & Safety Plan

Ver 3 01.02.2024



Table 1 Revisions Control Page

Date	Summary of changes made	Changes made by (Name)
04.02.2020	Dropped in revision control sheet into word document	Tommy
04.02.2020	3.2 company Health & Safety Management Structure. (b) Tommy Taylor Health and Safety Advisor changed to Operations Manager	Tommy
04.02.2020	Appendices – Change to job title for Operations Manager. Layout and spelling error	Tommy
02.10.2021	Replaced roles and responsibilities (appendices)	Tommy
03.01.2023	Document review. Front page changed. Remove name on page 5 replaced with designations. Changed font	
02.01.2024	Document review. Update Org chart.	

Introductory statement

- 1.1. This Health and Safety Plan has been prepared from all available and relevant information. It sets out the general framework for the management of health and safety during the duration of the project
- 1.2. This document will need to be developed, reviewed and updated as the project progresses, further design work is completed, information from sub-contractors becomes available and unforeseen circumstances or variations arise
- 1.3. In order to maintain high standards of health and safety, all cleaning work will be monitored and controlled throughout the duration of the project
- 1.4. The main objectives of this Health and Safety Plan are to achieve a safe working environment for all persons who may be affected by the work operations. Such objectives include inter alia:
 - 1.4.1. The elimination of all reportable accidents (under the provisions of Reporting of Injuries, Diseases and Dangerous Occurrence Regulations)
 - 1.4.2. To actively manage safety and in so doing, improve the safety awareness of all personnel involved with the site and ensure that safe working practices, for all employees, are established and adhered to
 - 1.4.3. To encourage all employees to take part in improving the health and safety standards as detailed within this Health and Safety Plan.
- 1.5. This document details the various health and safety arrangements, which will be required during the progress of all cleaning work on the Client’s property/site
- 1.6. This document will be completed in full, where relevant to this project, and developed as the project progresses and will provide the basis for the Health and Safety File.

2.0. Key project information

Table 2 Key Project Information

2.0 Client (<i>Contact details</i>)	
2.1 Project/Area Manager (<i>Contact Details</i>)	
2.3 Site Location	
2.4 Nature of work, The project comprises:	
2.5 Programme (Start Date)	
2.6 Health and Safety Executive	
2.7 Local Authority Area	

3.0 health and safety

3.1 Company health & safety policy statement

As enclosed COMPANY HEALTH & SAFETY POLICY STATEMENT (See COMPANY HEALTH & SAFETY POLICY STATEMENT page 9).

3.2 Company health & safety management structure

- (a) Managing Director has overall responsibility for the company's health and safety performance
- (b) Compliance Manager will make regular site inspections, reporting directly to the Managing Director
- (c) The Area Managers has the day-to-day responsibility for the management of health & safety.

3.3. Procedures for communicating health & safety information to site operatives

- 3.3.1. This Health & Safety Plan will be issued to the Site Supervisor prior to commencement
- 3.3.2. An induction meeting will be held by the Area Manager, Site Supervisor, Area Manager/ Health and Safety Advisor before work commences, to ensure that the operatives are aware of all basic health and safety practices, site rules etc
- 3.3.3. This will be further augmented by ongoing inductions of new operatives and "toolbox" talks by the Site Supervisor, as necessary.

3.4. Emergency procedures

- 3.4.1. The attached list of emergency telephone numbers will be completed by the Area Managers on commencement and displayed in the site office/cupboard, (prior to this the local Hospital Accident & Emergency information must be appropriately entered) adjacent to the telephone. All operatives shall be advised of its existence during induction processes
- 3.4.2. The company accident/emergency procedure will also be displayed alongside the above indicating the precise location of the site and the name and location of the nearest hospital with accident and emergency facilities.

3.5. Monitoring health and safety standards

- 3.5.1. The company Health and Safety Advisor will make inspections of the site on a regular basis, unannounced. They will carry out inspections and prepares reports, drawing any non-compliance to the Area Manager's immediate attention. Any serious situations or continuing non-compliance will be reported to senior management. In addition, Directors will make unannounced quarterly/periodic audits

3.5.2. Safety instructions are issued by the Area Manager for lesser non-conformance, however more serious situations then the operative would be removed from site and disciplinary action taken

3.5.3. At the conclusion of the project the reports will be reviewed, and any incident report studied, in order to eliminate any similar circumstances or occurrences in the future.

3.6. Unplanned events

3.6.1. The Area Manager shall inform, by telephone immediately, and subsequently confirm in writing, any of the following to the client and the company Health and Safety Advisor.

- a) Any incident/accident required to be reported to the H.S.E. under the R.I.D.D.O.R. Regulations
- b) Any enforcement action by the H.S.E. or any other enforcement body, whether in relation to Health & Safety matters or otherwise.

3.7 The health & safety file

3.7.1. There is an existing health and safety file for located in shared drive

3.7.2. All relevant documentation will be handed over to the Project manager/Supervisor at the end of the project for incorporation into the Project Health & Safety File

3.7.3. All alterations to the “Project Scheme” will be recorded by the operative/subcontractor concerned and incorporated within this H & S Plan in order that they can be included within the Health & Safety File.

To be displayed adjacent or as close as possible to the site telephone/cupboard: -

Table 3 Emergency Contacts

POLICE, FIRE, AMBULANCE	999
POLICE STATION	101
NEAREST ACCIDENT & EMERGENCY HOSPITAL DEPT	
ELECTRICITY BOARD	
GAS BOARD	
HEALTH AND SAFETY EXECUTIVE	
ENVIRONMENT AGENCY	

4.1 anticipated hazards

4.1.1. The following significant hazards or work sequences, which cannot be avoided have been identified:

1. Working at height
2. Hazardous substances
3. Control of noise, vibration and dust
4. Manual handling
5. Mechanical handling
6. Use of powered hand tools
7. Removal of rubbish
8. Procedures for dealing with needles-sticks.

4.2 Method statements

4.2.1. Method statements addressing the aforementioned hazards will be prepared before commencing any of the operations. These will be included in Appendix 1 of this Health and Safety Plan.

4.3 Risk assessments

1.4.1. In preparing the method statements the abovementioned hazards have been addressed, however should further risk assessments be necessary, these will be carried out by the Area Manager

1.4.2. Method statements incorporating risk assessments will be required from subcontractors as the project progresses but before their commencement on site. The Area Manager shall co-ordinate the preparation of method statements where the activities and risk relate to more than one sub-contractor.

5.1 Control Of Substances Hazardous To Health (COSHH)

5.1.1. Any materials or substances which fall under the Control of Substances Hazardous to Health Regulations; the manufacturer's health and safety data sheets will be obtained and a COSHH assessment prepared before any such material is brought to site

5.1.2. This information will be made available on site and all staff and site operatives are instructed to refer to the COSHH assessments before handling, storing or using the material

5.1.3. All sub-contractors will be required to carry out their own COSHH assessments on any materials which they intend to use and these, together with the manufacturer's health and safety data sheets, will be submitted to this company for approval before the materials are brought to site.

5.2 lifting/manual handling

5.2.1. Risk assessments in relation to the handling, lifting or carrying of heavy or awkward loads will be carried out in accordance with the Manual Handling Operations Regulations and all operatives will be instructed and trained accordingly. Wherever practicable, mechanical handling aids will be employed, or additional labour will be used to assist.

5.3 Storage of materials

5.3.1. Specific areas will be set aside for the delivery, loading and unloading of materials and contractors' storage

5.3.2. Storage of material will be within suitable containers in the cupboard allocated by the client. This includes all materials supplied by the client through the supply project

6.0 Welfare facilities

6.1. Welfare facilities will consist of:

- 1 A heated and ventilated mess room for site personnel
- 2 Facilities to heat food
- 3 A hot water supply for hand washing
- 4 A facility to boil water
- 5 An adequate supply of wholesome drinking water
- 6 Toilet and hand washing facilities
- 7 An appointed first aider and adequate and suitable first aid during normal working hours
- 8 An accident book will be kept in a prominent position in the site office at all times. All accidents must be reported to the client, area manager and entered in the accident book.

6.2 Fire and explosion

6.2.1. There will be a fire risk assessment drawn up by the Client/Area Manager prior to commencement of the works

6.2.2. All site operatives and sub-contractors will be made aware of company procedure in the event of fire and explosion

6.2.3. The Area Manager will advise the operatives of the sound of the intended fire alarm and the location of the designated assembly point where everyone must register their presence in the event of a fire

6.2.4. All materials and substances must be stored in accordance with the manufacturer's instructions and the information contained in the COSHH assessment records and the manufacturer's health and safety data sheets

6.2.5. All flammable materials will be kept in a separate flameproof lockable container fitted with suitable extinguishing media. This type of material will be stored in strict accordance with the following:

6.3 Waste disposal

6.3.1. Rubbish, debris, etc. will be collected regularly from the work area, will be segregated and not allowed to accumulate

6.3.2. The client will provide facilities.

6.4 Control of noise and vibration

6.4.1. All necessary steps will be taken to reduce noise levels from plant and machinery in accordance with The Noise at Work Regulations. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level and Personal Protective Equipment must only be employed as a last resort

6.4.2. Noise assessments, where considered necessary, will be carried out by the company Health and Safety Advisor and appropriate measures taken to protect site operatives, residents and the general public from the effects of noise.

6.5 Control of dust

6.5.1. All necessary precautions will be taken to protect operatives from the effects of the inhalation of respirable dust caused by the works. All operations, which create dust, will include a type of dust suppression technique, such as damping down.

7.0 Sub – contractors information

7.1 Sub-contractors

7.1.1. The enclosed list will be completed as subcontractors are appointed **see** List of Sub - Contractors page **Error! Bookmark not defined..**

7.2 information for sub-contractors – notification of risks

7.2.1. All Subcontractors will be given a copy of the H & S Plan or relative sections. The Organisation will confirm their agreement to comply with these documents before a contract is placed.

7.3 Selection procedures

7.3.1. Sub-Contractors will be required to submit their company Health & Safety Policy, general systems of work, COSHH/risk assessments and specific method statements before commencing work on site. These documents will be checked by the Area Manager and copies of relevant information forwarded to site for inclusion into this H & S Plan

7.3.2. The Health and Safety performance of Subcontractors will be monitored and recorded during health and safety inspections and audits.

7.4 Checklist

7.4.1. The enclosed checklist will be completed before a sub-contractor commences on site.

8.0 Health & safety objectives

8.1. To achieve Zero complaints in relation to health, safety and welfare

8.2. To achieve Zero accidents, incidents and near misses.

Health and safety general policy statement

At Think FM Solutions we recognise our duties under current health and safety legislation, and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. The Directors, our Managers, Supervisors, Cleaning Operatives and sub-contractors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

Think FM Solutions recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable to:

- Meet our legal obligations to maintain safe and healthy working conditions.
- Provide adequate control of the health and safety risks so identified.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling and use of substances.
- Provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensure that all workers are competent to do their work, and to give them appropriate training.
- Prevent accidents and cases of work-related ill health.
- Actively manage and supervise health and safety at work.
- Have access to competent advice.
- Seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy.
- Provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature 

Date 02.01.2024 revised

Position Managing Director

The policy is reviewed on a periodic basis.

Table 4 List of Sub - Contractors

CONTRACTORS NAME	ADDRESS	CONTACT	TELEPHONE NUMBER

Table 5 Sub-contractors Checklist

	Tick	Date	Action
a) Sub-Contractors Health & Safety Policy			
b) Sub-Contractors Risk Assessments			
c) Sub-Contractors Method Statement			
d) Sub-Contractors Safety Induction			
e) Sub-Contractors Plant & Machinery Operators Certificates added to H & S Plan			

8.0 Health & safety objectives

8.3. To achieve zero complaints in relation to health, safety and welfare

8.4. To achieve zero accidents, incidents and near misses

Think FM Solutions Organisation Chart (Version 11)

